

DEVELOPMENT SERVICES DIRECTOR

DISTINGUISHING FEATURES

The fundamental reason the Development Services Director exists is to direct the operation of the Development Services "One Stop Shop" and Records unit in the Planning Systems Department. This classification is a direct supervisor to managers and some staff within the division. Work is performed under the general direction of the Planning Systems General Manager. The Development Services Director is distinguished from the Development Services Manager by former having responsibility over the entire division.

ESSENTIAL FUNCTIONS

Directs the activities of the One Stop Shop, and Records; develops and implements policies and procedures for these divisions.

Prepares and administers division budget.

Supervises employees. Selects, trains, and evaluates subordinate managers. Supports employee involvement in decision-making to assist them in meeting individual goals and promote positive employee attitudes.

Acts as a liaison with other departments. Meets with development community for feedback and suggestions for improvement.

Implements development services to all of Scottsdale.

Completes special projects at the request of the Planning Systems General Manager.

Keeps departmental and City management informed on Development Services issues. Communicates and manages organizational changes.

Reviews and Prepares City Council Action Reports for Liquor License applications in the City of Scottsdale.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The principles and practices of public administration
Urban development practices, ordinances, regulations
Real estate principles, practices, and terminology

Ability to:

Operate a variety of standard office equipment, including a personal computer, which require continuous and repetitive eye and arm or hand movement.
Perceive and interpret customer needs and translate them into effective solutions and operational policy.
Develop innovative solutions to complex problems and issues.
Prepare and present effective reports and performance evaluations.
Establish and maintain effective working relationships with employees at all levels, City Officials, Board, Commission, and City Council members, the development community, and the general public.

Education & Experience

Any combination of a Bachelor's degree in Public Administration, Urban Planning, Civil Engineering or a related field and seven years of recent and responsible experience in managing and leading professional, technical and clerical personnel in development, engineering, urban planning, or a related field including customer service management experience.

FLSA Status: Exempt

HR Ordinance Status: Unclassified